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Physical Fitness in the Full-Time Support Program

For Federal Dual and Non-Dual Status Technicians and State Employees

FOR THE GOVERNOR:

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OFFICIAL:



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History. This Circular supersedes CANG Circular 350-99-1 dated 15 Aug 1999.

Summary. This circular describes the procedures for the administration and conduct of the full-time support physical fitness program for federal technicians and state employees within the California Army and Air National Guard.

Applicability. This circular applies to all California National Guard federal technicians and state employees.

Proponent and exception authority. The proponent and exception authority of this circular is the Director for Human Resources for technicians and Director of State Personnel for state employees. Supplementation of this circular is prohibited without prior written approval from the Joint Staff Division (ATTN: CAJS-XO).

Interim changes. Interim changes to this circular are not official unless they are authenticated by the Joint Staff Division.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Office of the Adjutant General, CA NG. ATTN: CAJS-XO.

Distribution. Distribution of this circular is for Army - A and Air Force - F.

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1. Purpose and Scope

a. This circular establishes a voluntary physical fitness program for federal technicians and state employees. Army and Air Active Guard/Reserve personnel are not governed by this circular, as their physical fitness program is mandatory, and structured to meet Army and Air requirements, and covered by other directives.

b. Participation in this program is for both dual and non-dual status Federal Technicians, and both State Active Duty (SAD) and State Civil Service personnel.

c. The program concept is to permit participating federal technicians and state employees three hours per week of duty time to facilitate an individual exercise program. Limitations are placed on the type of activities authorized to minimize the risk of traumatic injury.

d. The establishment and continuation of this program may not be construed as establishing a "past practice" or condition of employment.

2. Applicability

a. Participation in this program is open to those personnel referenced in paragraph 1b. above so long as mission requirements are met, medical clearance is maintained, individual and employer liabilities are understood, and the program is not abused.

b. Part-time and temporary employees may be permitted to participate on a case-by-case basis. Each situation is to be evaluated independently. Surge and peak workloads justifying part-time or temporary employees must be taken into full consideration.

3. Operational considerations

a. Supervisors will ensure that mission essential activities remain operational during normal duty hours. Mission accomplishment will take precedence over program participation. Supervisors are authorized to temporarily suspend participation in the program if required by mission or surge in workloads.

b. The Adjutant General may modify or cancel this program at anytime.

c. Education and safety is a must for program participation. A physical fitness program has both positive and negative considerations, especially for those with sedentary work environments or life styles. Proper physical conditioning can promote good health and add years to one's life. Physical exertions undertaken too quickly, too vigorously, or without proper instruction can be damaging and actually increase the risk of health complications.

d. Before starting an exercise program, it is critical that the individual be well-informed on the proper nutrition, the fundamentals of physical conditioning, injury prevention, safety, and proper clothing. The importance of warm-up and cool-down periods, breathing techniques, exercise intensity, and the various aspects of muscle soreness must also be understood to maximize the benefits and minimize

the health risk. Employees' personal physicians can provide literature and stress tests, as well as advice on a fitness program to meet personal goals and physical abilities. Any costs for examination, advice, counseling, etc., must be borne by the individual.

e. Information on physical conditioning programs and procedures may also be found in military publications such as AR 350-15, DA Pam 350-18, FM 21-20, and ANGI 40-501. These materials are available for review in unit libraries or through the facility or installation administration office.

4. Time allotment

a. Participants are permitted a maximum of three hours per week of duty time to participate in an individual fitness program: one hour per day on three separate days. Scheduling must be worked out individually between supervisors and participating employees. The time allotted includes time for travel and personal hygiene. If additional time is required for travel and/or hygiene, supervisors may make work hour adjustments, extending the duty day to compensate for the added time. The three hours authorized for physical training will not be deducted from authorized rest periods, breaks, or lunch periods.

b. Supervisors, on a case-by-case basis, may authorize exceptions to origination or termination points when locker and/or shower facilities are not available at the worksite. Employees who exercise this option must go directly to and from authorized destinations without deviating. This requirement is necessary to ensure accountability for Workers Compensation Program determinations in the event of injury or death. Approved time periods will not be exceeded.

5. Exercise limitations

Limitations are placed on the type of exercises permitted to reduce the risk of injury and to ensure compliance with the intent of the program. The following limitations apply:

a. Supervisors must approve (written/verbal) exercise locations, times, and activities.

b. Contact sports are not permitted. The risk of incidental injury from competitive contact outweighs any health benefit which might be derived.

c. As a general rule, team sports are not permitted. The group competitive spirit encourages participants to push performance beyond their level of conditioning, endurance, and state of health. On a case-by-case basis, tennis, racket ball, handball, and similar individual competitions may be permitted.

Examples of typical programs are:

(1) A jogging or running program that originates and/or terminates at the work-site. Care should be taken in the selection of routes for jogging or running, taking into

account terrain, traffic, and other environmental or safety considerations.

(2) A "spa-type" program, using equipment such as weights, Nautilus-type machines, stationary cycles, etc. Equipment used must be of commercial grade construction (not home fabricated) and the individual instructed in proper use by a qualified individual.

(3) A bicycling program which originates or terminates at the work-site.

d. The goals of permitted sports or exercises are to increase the heart rate, improve muscle tone, build endurance, aid in weight control, promote health consciousness, and develop positive attitudes toward physical fitness. Any exercise within the parameters of the above goals and limitations may be permitted. Supervisors will use reasonable judgment in determining the appropriateness and scheduling of any particular sport or exercise program.

e. Swimming programs are acceptable, so long as a qualified lifeguard is present and a progressive program is used. The swimming must not be casual paddling except at the beginning of a total fitness program. The program must show progression in distance and/or laps, and be physically demanding as demonstrated by elapsed time for the distance.

f. Aerobic classes supervised by a qualified instructor.

6. Administrative requirements

The following administrative rules will be adhered to:

a. Dual status technicians and SAD personnel who are active members of the National Guard below the age of forty may substitute a copy of their current military periodic physical. Military screening for Air Guard members over the age of forty, as prescribed by AFI 35-4, is acceptable in lieu of a personal physician's certification, so long as the screening is current and the individual was cleared. Members of the Army Guard, whose fortieth birthday is after 1 Oct 1989, may do physical training prior to receiving their over forty screening but should complete their over forty physical as soon as possible.

b. Non-dual status technicians, state civil service and SAD personnel not on the Active National Guard rolls must provide their supervisor with written clearance from their personal physician, at their own expense, prior to participating in the program.

c. The intent of this program is to maximize flexibility for supervisors and employees and avoid technically cumbersome procedures and record keeping. Time periods for physical fitness exercise must be approved in advance by immediate supervisor, and may be canceled or adjusted by the supervisor if workloads require. Supervisors will maintain a sign-out/sign-in form at the work place. Employees must sign out at the beginning and sign back in at the end of each exercise period.

7. Responsibilities

The following outlines responsibilities and liabilities which affect individuals participating in the programs:

a. The program is voluntary and unsupervised. Employees are under no obligation to participate.

b. Injuries or death occurring as a result of participating may not be covered by either the Federal Employees Compensation Program or the State Compensation Insurance Fund.

c. Medical coverage for injuries incurred will depend on rulings made by the appropriate compensation office.

d. Physical exertion without proper physical conditioning can be physically damaging, and could impact upon any claim determinations made as a result of program connected injuries.

e. Logs will be established and it is the individual's responsibility to sign in/out.

8. Supplements

General Officer, and commanders in the ARNG and Wing/Group Commands in the ANG may supplement this circular, with a copy of such supplement provided to this headquarters, ATTN: CAJS-XO.